

VACANCY ANNOUNCEMENT

NUMBER: 017/2015

OPEN TO: All Interested Candidates

POSITION: MECHANICAL & BUILDING AUTOMATED SYSTEMS (BAS) SUPERVISOR

OPENING DATE: August 27, 2015

CLOSING DATE: September 10, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR): US\$45,185 p.a. (Starting salary, Position Grade: FP-6)

Ordinarily Resident (OR): Euro 19,872 p.a. (Starting salary, Position Grade: FSN-8)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Mechanical & Building Automated Systems (BAS) Supervisor in the Facilities Management Section of the Embassy.

BASIC FUNCTION OF POSITION

The Mechanical & Building Automated Systems (BAS) Supervisor works directly for the Maintenance Supervisor and oversees the daily operation of the mechanical/HVAC systems; manages the preventive maintenance program; supervises one Mechanical Team Leader and one Plumber; assigns tasks to subordinate staff for repairs on all equipment associated with building engineering services, is responsible for the operation & maintenance of the building automated systems which is computer & micro-processor controlled, such as; elevator, air conditioning, fire suppression, potable water, fresh air make-up, fire alarms, and similar systems located throughout the U.S Embassy buildings and compound.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Supporting documentation (e.g. letters of employment, certificates, driver's license, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below should also be submitted.

1. **Education:** A university or technical degree in computerized systems control and sensor technology or a related engineering field is required. Satisfactory completion of technical training courses and on-line course work indicating proficiency in building systems control and sensors technology is required.

2. **Experience:** A minimum of 3 years of progressively more responsible experience in operation and maintenance of building computer and microprocessor control systems and building engineering services is required. The experience may have been gained as result of performing general maintenance on computer controlled systems and equipment, however, at least two years must have been spent in direct maintenance in computers, microprocessors, sensors, and cabling. A minimum of 6 months (within the 3 years' experience) as a supervisor is required.
3. **Language :** Level IV (Fluent) speaking/writing/ English is required.
4. **Job Knowledge:** A thorough knowledge of programming operations, and troubleshooting for computerized and microprocessor controls is required. The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy facilities.
5. **The candidate must demonstrate:**
 - a) A thorough knowledge of automated building system and control
 - b) A thorough knowledge of controls and sensor for air conditioning chiller systems and power generators.
 - c) A good technical understanding of refrigeration, air conditioning, and ventilation systems and some knowledge of plumbing system.
6. **Skills and Abilities:** The candidate must possess the necessary skills and abilities to perform the duties and responsibilities of this position safely, to include:
 - a) Climb stairs, ladders and scaffolding, and work at heights above and below thirty (30) feet.
 - b) Perform tasks requiring bending, stooping, kneeling, and walking short distances.
 - c) Troubleshoot, upgrade, maintain, and repair computers, microprocessors and HVAC equipment.
 - d) Program set- points for computers and microprocessors controlled system.
 - e) Maintain, calibrate, repair, and replace sensors.
 - f) Plan preventive maintenance activities for assigned workers as well as coordinate the maintenance staff daily, weekly, and monthly schedules.

SELECTION PROCESS

When fully qualified, US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR
2. A current resume or curriculum vitae that provides the same information as the UAE, (see appendix B); OR
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit with their application documentation confirming eligibility for a conditional hiring preference.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Cash Herbolich
American Embassy,
Ta' Qali National Park,
Attard ATD 4000

OR

vallettahro@state.gov

POINT OF CONTACT

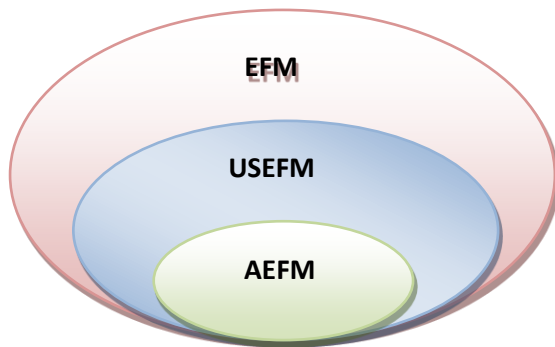
Name: Joseph Gatt
Telephone: 2561 4112

CLOSING DATE FOR THIS POSITION: September 10, 2015

The US Mission in Valletta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References